



**UNIVERSITY OF TORONTO  
FACULTY OF MEDICINE**

**GUIDELINES for  
STATUS-ONLY LECTURER  
and  
ADJUNCT LECTURER  
APPOINTMENTS**

**2017 - 2018**

**Initial Appointments Application deadline: January 22, 2018**

**Renewal Appointments Application deadline: February 7, 2018**

*Revised January 12, 2018:*

*Application deadlines have been extended by one week to compensate for the technical difficulties that caused the online application system to be inaccessible from January 9 to 11, 2018.*

*The NEW application deadlines are included in this updated Guidelines.*

*We apologise for any inconvenience this may have caused.*

**Rehabilitation Sciences Sector  
Faculty of Medicine  
University of Toronto**

**STATUS-ONLY Lecturer and ADJUNCT Lecturer APPOINTMENT GUIDELINES**  
**Rehabilitation Sciences Sector ■ Faculty of Medicine**

<b>INTRODUCTION .....</b>	<b>3</b>
<b>CONTACT INFORMATION .....</b>	<b>4</b>
<b>RESPONSIBILITIES and PRIVILEGES .....</b>	<b>5</b>
<b>NOTIFICATION to RENEW APPOINTMENT .....</b>	<b>5</b>
<b>ABOUT STATUS-ONLY LECTURER AND ADJUNCT LECTURER APPOINTMENTS.....</b>	<b>7</b>
<b>HOW AND WHEN TO APPLY.....</b>	<b>8</b>
<b>CRITERIA FOR APPOINTMENTS .....</b>	<b>12</b>
<b>REVIEW OF APPOINTMENTS AND RENEWALS .....</b>	<b>14</b>
<b>TERMINATION OF APPOINTMENT .....</b>	<b>14</b>
<b>REMUNERATION.....</b>	<b>14</b>
<b>REHABILITATION SCIENCES DEPARTMENT CONTRIBUTION FORM.....</b>	<b>APPENDIX A</b>



Department of Occupational Science and Occupational Therapy
Department of Physical Therapy
Department of Speech-Language Pathology
Rehabilitation Sciences Institute

INTRODUCTION

The Rehabilitation Sciences Sector of the Faculty of Medicine, University of Toronto, comprises the Department of Occupational Science and Occupational Therapy (OS&OT), Department of Physical Therapy (PT), Department of Speech-Language Pathology (SLP) and the Rehabilitation Science Institute (RSI). We are located in the Rehabilitation Sciences Building at 500 University Avenue.

The academic goals of the Rehabilitation Sciences Sector cannot be met without the participation of talented individuals from many institutions and agencies outside of the University. The aim of Status-only Lecturer and Adjunct Lecturer academic appointments is to recognize the participation of highly qualified and dedicated researchers, practitioners, and members of the community in the academic and clinical education components of our programs. These appointees augment the efforts and expertise of the full-time departmental faculty. We are seeking appointees who

- maintain a high level of expertise and competence in their disciplines;
• are skilled at communicating expertise to members of their respective disciplines and the broader health care community;
• can stimulate, challenge, and develop the scholarly and clinical capacity of students; and
• contribute to the growth of the discipline by building the body of knowledge or advancing the quality, efficiency, and effectiveness of practice.

These Guidelines for Status-only Lecturer and Adjunct Lecturer academic appointments were developed in accordance with Faculty of Medicine policies and procedures and specifically address the needs of the Rehabilitation Sciences Sector. We ask that you familiarize yourself with these Guidelines for the purpose of developing an understanding of academic appointments and the privileges and responsibilities they bring.

Susan Rappolt, PhD, OT Reg (Ont)
Associate Professor and Chair
Department of Occupational
Science and Occupational Therapy

W. Darlene Reid, BMR(PT), PhD,
Professor and Chair
Department of Physical Therapy

Pascal van Lieshout, PhD
Professor and Chair
Department of Speech-Language
Pathology

## CONTACT INFORMATION

General Inquiries:

Please visit our website [www.rehab.utoronto.ca](http://www.rehab.utoronto.ca) or contact the Administrative Assistant, to the Executive Chair and Rehabilitation Sector Chairs, Annmarie Riley at 416-978-4648 or the following e-mail addresses:

- Department of **Occupational Science and Occupational Therapy**: [ot.statusappt@utoronto.ca](mailto:ot.statusappt@utoronto.ca)
- Department of **Physical Therapy**: [pt.statusappt@utoronto.ca](mailto:pt.statusappt@utoronto.ca)
- Department of **Speech-Language Pathology**: [slp.statusappt@utoronto.ca](mailto:slp.statusappt@utoronto.ca)

Chairs of the Departmental Appointment Committees:

### **Department of Occupational Science and Occupational Therapy**

Jane Davis, MSc, OT Reg. (Ont.)

[Ja.davis@utoronto.ca](mailto:Ja.davis@utoronto.ca)

### **Department of Physical Therapy**

Katherine Berg, PhD, PT

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### **Department of Speech-Language Pathology**

Susan J. Wagner, MSc (CD), BSc, (SPA), Reg. CASLPO, SLP(C)

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## POLICIES and GUIDELINES:

The information provided in these Guidelines is in accordance with the following documents:

Faculty of Medicine Guidelines for the Appointment and Annual Review of Status-only, Adjunct, and Visiting Professors

[http://aca.med.utoronto.ca/sites/default/files/FoM%20Guidelines\\_Status-only-Appointments%20Nov%202013.pdf](http://aca.med.utoronto.ca/sites/default/files/FoM%20Guidelines_Status-only-Appointments%20Nov%202013.pdf)

Faculty Appointments Advisory Committee (FAAC) Guidelines

[http://medicine.utoronto.ca/sites/default/files/FAAC%20Guidelines\\_Dec\\_2015.pdf](http://medicine.utoronto.ca/sites/default/files/FAAC%20Guidelines_Dec_2015.pdf)

Academic Administrative Procedures Manual on Other Appointments

<http://www.aapm.utoronto.ca/status-only-adjunct-and-visiting-professors>

## RESPONSIBILITIES and PRIVILEGES

Appointments include the following responsibilities and privileges.

### Responsibilities

It is expected that you will govern yourself in accordance with all applicable Faculty of Medicine and University of Toronto (U of T) policies:

- Policies that Govern Teaching and Research:  
<http://www.provost.utoronto.ca/policy.htm>
- Policy on the *Code of Behaviour on Academic Matters*:  
<http://www.governingcouncil.utoronto.ca/Assets/Governing+Council+Digital+Assets/Policies/PDF/ppjun011995.pdf>
- Principles and Responsibilities Regarding Conduct & Research; the Guidelines to Address Allegations of Research Misconduct; and the Guidelines for Ethics & Professionalism in Healthcare Professional Clinical Training and Teaching:  
<http://www.medicine.utoronto.ca/research/ethics-policies-and-guidelines>
- Policy on Conflict of Interest Academic Staff:  
<http://www.governingcouncil.utoronto.ca/policies/conacad.htm>

You must acknowledge your affiliation with the Department in all publications and scholarly works resulting from your Status-only Lecturer or Adjunct Lecturer appointment. This appointment and any previous appointments should be acknowledged on your resume or CV in the appointments section.

**You must notify the Rehabilitation Sciences Sector of any changes to your contact information during the term of your appointment (e.g., e-mail address, home address, phone number, employment, parental leave, or other extended absences).**

**You must return a signed copy of your Letter of Offer and all additional documents by June 30<sup>th</sup> to finalize your appointment and for it to be considered active.**

You must check your Utoronto e-mail account throughout the year to ensure you receive all notices and alerts issued by the University of Toronto, particularly notices pertaining to your Status-only Lecturer and Adjunct Lecturer appointment renewal.

### **IMPORTANT:**

**NOTIFICATION TO RENEW YOUR APPOINTMENT IS SENT BY E-MAIL THE FIRST WEEK OF NOVEMBER OF EACH YEAR.**

## Privileges

- Access University of Toronto library, including electronic journals and other resources
- Obtain University of Toronto e-mail address
- Access academic development programs provided by your respective department open only to status-only, adjunct and cross-appointed faculty (e.g., training workshops, writing workshops)
- Access workshops and services offered by the Centre for Faculty Development (CFD).  
Call 416-864-6060 or visit their website: <http://www.cfd.med.utoronto.ca/>
- Receive ongoing communication with your respective Department, the Faculty of Medicine, Med.E.Mail Newsletter, and the University of Toronto
- Apply for grants, if eligible status-only faculty, that require the applicant to hold a University appointment
- Increase opportunities for collaborative research with faculty
- Gain recognition of academic ability that may broaden the scope for future employment
- Expand opportunities for personal and professional growth
- Purchase Toronto Transit Commission pass at a reduced rate.  
<http://benefits.hrandequity.utoronto.ca/other-benefits/#ttc>
- Access other privileges as arranged by your respective Department

## ABOUT STATUS-ONLY LECTURER AND ADJUNCT LECTURER APPOINTMENTS

Status-only Lecturer and Adjunct Lecturer Appointments are non-salaried academic appointments granted to individuals to formally acknowledge their academic contributions to the University of Toronto.

The same online application process described in these guidelines is used for both types of appointments at the rank of Lecturer\*.

**Status-only Lecturer Appointments** are available to individuals who are employed at “Full or Community-Affiliated Sites” (see Box 1) and meet the eligibility criteria set out by the Faculty of Medicine and the University of Toronto.

- Status-only Lecturer appointments are non-salaried and normally receive no remuneration from the University of Toronto. Such appointments are created to allow an individual to participate more fully in an academic unit’s teaching or research program. The University of Toronto Provost’s Office sets the guidelines for status-only appointments. Within these guidelines, individuals being considered for Status-only Lecturer positions normally hold full-time employment arrangements with a job description that supports academic contributions to the profession (education, teaching and research; for example, professional student education and continuing education). Status-only Lecturer appointments in the Faculty of Medicine are granted to employees of affiliated hospitals and research institutions.
- Within the Rehabilitation Sciences Sector, the majority of status-only appointments are registered rehabilitation practitioners who provide clinical teaching in an academic setting at a hospital or clinic site that has an affiliation agreement with the University.

**Adjunct Lecturer Appointments** are available to individuals who possess specialized expertise or learning that is of value to the department, who are most often not employed by the institutions mentioned in Box 1 and who are in a position that is primarily non-academic. This category includes individuals contributing to Rehabilitation Sciences academic mission who are employed in private clinics.

### NOTE:

Full-time doctoral students and postdoctoral fellows are ineligible for an academic appointment.

\*Candidates applying for, or who already hold, a professorial rank do not apply using the links in these guidelines.

Please contact the respective Department Chair directly. Dr. Susan Rappolt (OS&OT) [s.rappolt@utoronto.ca](mailto:s.rappolt@utoronto.ca), Dr. Darlene Reid (PT) [darlene.reid@utoronto.ca](mailto:darlene.reid@utoronto.ca) and Dr. Pascal van Lieshout (SLP) [slp.chair@utoronto.ca](mailto:slp.chair@utoronto.ca)

**Box 1. List of Full and Community-Affiliated Sites:**

1. Baycrest
2. Centre for Addiction and Mental Health
3. George Hull Centre for Children and Families
4. Hincks-Dellcrest Centre
5. Holland Bloorview Kids Rehabilitation Hospital
6. Humber River Regional Hospital
7. Lakeridge Health <i>(includes Ajax Pickering; formerly under Rouge Valley HS)</i>
8. Markham-Stouffville Hospital
9. Michael Garron Hospital <i>(Toronto East Health Network; formerly, Toronto East General Hospital)</i>
10. North York General Hospital
11. Ontario Shores Centre for Mental Health Sciences
12. Providence Healthcare
13. Scarborough and Rouge Hospital <i>(includes Centenary site; formerly under Rouge Valley HS)</i>
14. Sinai Health System <i>(Includes Mount Sinai Hospital and Bridgepoint Active Health Care)</i>
15. Southlake Regional Health Centre
16. St. Joseph's Health Centre
17. St. Michael's Hospital
18. Sunnybrook Health Sciences Centre (SHSC) <i>(includes St. John's Rehab)</i>
19. Surrey Place Centre
20. The Hospital for Sick Children
21. The Royal Victoria Regional Health Centre
22. Trillium Health Partners <i>(includes Credit Valley, Mississauga Hospital and Queensway HC)</i>
23. University Health Network (UHN) <i>(Includes Toronto Rehab Inst (TRI), Princess Margaret, Toronto General and Toronto Western)</i>
24. Waypoint Centre for Mental Health Care
25. West Park Healthcare Centre
26. William Osler Health System
27. Women's College Hospital

**HOW AND WHEN TO APPLY**

**Timeline:** The process for appointing new candidates and renewing existing appointments is undertaken annually. Appointments are effective as of July 1<sup>st</sup> and are typically for a 3-year term providing that the individual continues to meet the eligibility criteria of appointment. Activity updates are required annually during the term of the contract.



**INITIAL Application Deadline:** The deadline for submitting new applications is **January 22, 2018.**

**RENEWAL Application Deadline:** The deadline for submitting renewal applications is **February 7, 2018.**

**How to apply for an initial or renewal Status-only Lecturer appointment:**

Applications are submitted using the online application system. Please visit and review the following webpage for information, application documents, and instructions on how to submit an online application: <http://aca.med.utoronto.ca/node/36>.

**How to apply for an initial or renewal Adjunct Lecturer appointment:** Applications are submitted using the online application system. Please visit and review the following webpage for information, application documents, and instructions on how to submit an online application: <http://aca.med.utoronto.ca/node/37>.

**Required information:** Please reference the appropriate academic appointment category below for document requirements.

**Status-only Lecturer Academic Applications**

Status-only Lecturer appointments are available to individuals who are employed at full or community-affiliated sites and meet the eligibility criteria set out by the Faculty of Medicine and the University of Toronto.

**Initial Status-only Lecturer Academic Appointment:**

Candidates who currently do not hold an active academic appointment with one of the Rehabilitation Sciences Sector departments may submit an application to request an initial academic appointment.

A complete initial application is comprised of four (4) parts:

1. Online application form
2. Resume or curriculum vitae (**please list previous appointments**)
3. Rehabilitation Sciences Departmental Contributions Report (Appendix A) that outlines the candidate's clinical and academic activities over the past 3 years.
4. Two to three (2-3) reference letters. All initial applications require the submission of reference letters at a later date in the process. Instructions on how to submit these documents are sent via e-mail. Please note all reference letters must be received by the Department **no later than February 7, 2018.**

### **Renewal Status-only Lecturer Academic Appointment:**

Candidates who currently hold an active Status-only Lecturer academic appointment with one of the Rehabilitation Sciences Sector departments with an upcoming end date of June 30<sup>th</sup> are required to submit an application to request renewal of their appointment.

A complete renewal application is comprised of three (3) parts:

1. Online Application Form
2. Resume or curriculum vitae (**please list previous appointments**)
3. Rehabilitation Sciences Departmental Contributions Report (Appendix A) that outlines the candidate's clinical and academic activities over the past 3 years.

### **CEO or Designate Sign-off for Status-only Lecturer Applicants**

Status-only Lecturer applicants require confirmation and approval of the appointment from their primary employer, indicating that the employer agrees to the Status-only Lecturer appointment and that the applicant is employed with that institution.

Applicants are not required to obtain these signatures. A list of applicants from each site will be sent for approval to the CEO or designate by the University of Toronto Rehabilitation Sciences Sector after the February 7, 2018 application deadline.

### **Adjunct Lecturer Applications**

Adjunct Lecturer appointments are available to individuals who possess specialized expertise or learning that is of value to the department, who most often hold employment with another institution that does not have an affiliation agreement with the University of Toronto and who are in a position that is primarily non-academic in nature.

### **Initial Adjunct Lecturer Academic Appointment:**

Candidates who currently do not hold an active Adjunct Lecturer academic appointment with one of the Rehabilitation Sciences Sector departments may submit an application to request an initial Adjunct Lecturer academic appointment.

A complete initial application is comprised of three (3) parts:

1. Online Application Form
2. Resume or curriculum vitae (**please list previous appointments**)
3. Rehabilitation Sciences Departmental Contributions Report (Appendix A) that outlines the candidate's clinical and academic activities over the past 3 years.

### **Renewal Adjunct Lecturer Academic Appointment:**

Candidates who currently hold an active Adjunct Lecturer academic appointment to one of the Rehabilitation Sciences Sector Departments with an upcoming end date of June 30<sup>th</sup> are required to submit an application to request renewal of their appointment.

A complete renewal application is comprised of three (3) parts:

1. Online Application Form
2. Resume or curriculum vitae (please list previous appointments)
3. Rehabilitation Sciences Departmental Contributions Report (Appendix A) that outlines the candidate's clinical and academic activities over the past 3 years.

### **Review and Completion of Applications**

A Department Appointments Committee, Human Resources, and the Dean (if applicable) will review the candidate's application and make a decision regarding eligibility for appointment. If an appointment is recommended and approved, the respective Chair will forward the candidate a **Letter of Offer** stating the rank and terms of the appointment. This letter will invite the candidate to **sign and return** a copy to the Administrative Assistant to the Executive Chair and Rehabilitation Sciences Sector Chair, Rehabilitation Sciences Sector, Annmarie Riley. Once the candidate has signed and returned the letter of offer and additional documents, the appointment will officially begin on July 1<sup>st</sup> of the applicable academic year. Signed letters and additional documents must be received by the Department for the appointment to be finalized. **Appointments are not considered active until the signed letter and additional documents are received by the department.** Signed letters and additional documents can be delivered by e-mail (preferred), fax, postal mail, or hand-delivered. Scanned signatures are accepted.

A **Profile Form** will be included with the Letter of Offer for all new appointees. This form will request personal information, including birth date, social insurance number, citizenship, and a copy of the candidate's degree(s)/diploma(s) (photocopies are accepted). Provision of this information is necessary to generate a University of Toronto personnel number. This information is kept confidential.

Once the Profile Form is returned, the candidate will be assigned a University of Toronto personnel number, and a confidential letter will be forwarded to the new appointee confirming the **UTOR ID**. To obtain access to library services and an e-mail account, this letter must be presented at Robarts Library. **University of Toronto personnel number, UTOR ID, and library access will not be available unless the signed offer letter and additional documents are received by the department.**

## CRITERIA FOR APPOINTMENTS

Appointments are given in recognition of activities that are of value to the University in one or more of the following categories:

1. Teaching at 500 University Avenue
2. Clinical / Fieldwork Education
3. Scholarly Activity
4. Creative Professional Activity
5. Service to the University of Toronto

Descriptions of categories and criteria for appointment are provided below. Each category and its subsections are meant to capture the *breadth* of activities in which candidates may be engaged and are not intended to be all-encompassing requirements for an appointment.

Applicants must be qualified minimally at the Bachelor's level and demonstrate a significant, meaningful, ongoing commitment to the Department in one or more of the categories.

If a regulated professional, the individual must be a registrant in good standing of her/his provincial regulatory body. It is encouraged that individuals will be a member of the appropriate provincial and/or national professional associations.

The review committee will consider both the variety and extent of contribution in each of the five categories outlined below. Normally, the committee considers contributions in the previous 3 years.

Although appointments are granted typically to applicants whose contributions have been to the University of Toronto, academic commitment may also be demonstrated through contributions elsewhere provided it is accompanied by a reasonable expectation of future contribution to the University of Toronto.

### **Categories of Activities**

#### **1. Teaching at 500 University Avenue**

- a. Classroom lecturing
- b. Facilitation or mentorship of tutorials, seminars and small groups, including interprofessional education (IPE) sessions and online journals
- c. Clinical skills laboratories instruction
- d. Divergent case method (DCM) development and facilitation (for OT)
- e. Student evaluation/marketing of examinations (practical or written) or papers
- f. Teaching Clinics facilitation (for SLP)
- g. Other

#### **2. Clinical / Fieldwork Education**

- a. Supervision of clinical placements/internships

- b. Site education coordination
- c. Structured clinical session instruction (for PT)
- d. Guided observations instruction (for SLP)
- e. Other

### **3. Scholarly Activity**

- a. Grants
- b. Peer-reviewed publications
- c. Peer-reviewed abstracts/papers accepted at conferences
- d. Books
- e. Book chapters
- f. Non-peer-reviewed publications (e.g., newsletters, manuals, reports, educational materials)
- g. Presentations at scientific, professional, or other meetings (non-peer-reviewed)
- h. Research student supervision (e.g., post-doc, PhD, Master's, practicum)
- i. Other (e.g., clinical audits, program evaluation, systematic reviews, guidelines development)

### **4. Creative Professional Activity**

- a. Professional Innovation/Creative Excellence: Consists of an invention and/or development of a technical or conceptual innovation that has an influence on the practice of the profession. May include performance, film, an exhibition or staging of a work of art, original architectural or engineering design, original clinical or therapeutic techniques, and introduction of an original concept in approaching a professional problem.
- b. Contributions to the Development of Professional Practices: Demonstration of innovation and exemplary practice in the form of leadership in the profession or in professional societies, associations, or organizations that have influenced standards and/or enhanced the effectiveness of the discipline. For example, contributions to public policy or to the changing of professional certification, the authorship or editorship of studies or reports for government bodies, the founding or re-organization of a professional society, or association with a resultant impact on professional practice or delivery of service. Membership and the holding of office in professional associations is not, in and of itself, considered evidence of creative professional activity. Sustained leadership, as defined above, and setting of standards for the profession, is the principal aim.

### **5. Service to the University of Toronto**

- a. Service on departmental committee
- b. Reading for admissions
- c. Contribution to curriculum planning
- d. Other

## **REVIEW OF APPOINTMENTS AND RENEWALS**

The Department is responsible for the review of all appointments to ensure that the appointment remains active, meaningful, and beneficial to all parties and continues to meet the University of Toronto criteria for an academic appointment. In recommending appointments and in the subsequent assessment of the performance of individuals who have an academic appointment, the departments and committees will follow the rules laid out in these Appointment Guidelines.

An e-mail notification will be forwarded to appointees including a link and instructions on how to submit an update of their annual activity. All Status-only Lecturer and Adjunct Lecturer appointees are expected to provide their respective departments with an annual update of their activities.

## **TERMINATION OF APPOINTMENT**

An appointment automatically terminates on June 30th of the year in which the appointment expires. The departmental Status-only Lecturer and Adjunct Lecturer Appointment Committee may also recommend, to the Dean, Faculty of Medicine, the termination of an appointment at any time if the terms of the appointment are not being fulfilled by the candidate or if the needs of the program change such that the appointment is rendered redundant.

Should an appointment be terminated, a letter of termination will be sent to the candidate. Privileges will automatically discontinue.

A candidate may resign voluntarily at any time she/he feels that she/he cannot meet the terms of the appointment. A letter of resignation **MUST** be forwarded to the Chair of the department with a copy to the Administrative Assistant to the Executive Chair and Rehabilitation Sciences Sector Chairs, Rehabilitation Sciences Sector.

## **REMUNERATION**

Status-only and Adjunct Appointees in the Rehabilitation Sciences Sector receive no remuneration from the University of Toronto.

## APPENDIX A:

### *University of Toronto Rehabilitation Sciences Departmental Contributions Report*

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**Name:**

**Department:**

Appointments are given in recognition of activities that are of value to the university in one or more of the following categories:

- Teaching at 500 University Avenue
- Clinical / Fieldwork Education
- Scholarly Activity
- Creative Professional Activity
- Service to the University of Toronto

Full descriptions of these categories are in the Rehabilitation Sciences Sector '*Guidelines for Status-only Lecturer and Adjunct Lecturer Appointments*'.

Please provide complete information as requested in the categories below as they pertain to you. Add rows to tables as required. **Only include activities completed over the past 3 years.**

**Please note: You are expected to notify the Rehabilitation Sciences Sector of any changes to your contact information during the term of your appointment (e.g., e-mail address, home address, phone number, employment, parental leaves or other extended absences).**

#### Teaching at 500 University Avenue

##### Classroom lecturing

Academic Course Name/Code	Title of Session	Date	Number of Hours

##### Facilitation or mentorship of tutorials, seminars, and small groups, online journals and interprofessional education (IPE) sessions

Academic Course Name/Code	Title of Session	Date	Number of Hours

**Skills labs**

Academic Course Name/Code	Title of Session	Date	Number of Hours

**Case-based and divergent case method (DCM) development and facilitation (OT only)**

Academic Course Name/Code	Nature of Involvement (development/facilitation)	Date	Number of Hours

**Student assessment/marketing of examinations (practical or written) or papers**

Academic Course Name/Code	Description of Assignment/Examination	Date	Number of papers/students evaluated	Number of Hours

**Teaching clinics facilitations (SLP only)**

Academic Course Name/Code	Title of Session	Date	Number of Hours

**Other (Please describe fully)**

Academic Course Name/Code	Title of Session	Date	Number of Hours

**Clinical / Fieldwork Education****Supervision of student placements/internships**

Course Name/Code	Dates	Student's Institution (e.g., University of Toronto)	Student's Profession (i.e., OT, PT, SLP, other)	Number of students	Sole or Shared Supervision

**Site education coordinator**

Length of time in this role
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**Structured clinical sessions (PT only)**

Title of Session	Date	Number of Students	Number of Hours

**Guided observations (SLP only)**

Unit Number	Date(s)	Names of Students	Number of Hours

**Other (Please describe fully)**

Title of Session / Name of Course	Date(s)	Number of Students	Number of Hours

## Scholarly Activity

**Grants**

Grant Information (include title of project, funding source, funding amount, dates of grant, and your role)

**Peer-reviewed publications**

Publications Information (include list of authors, title, journal, volume, year, pages)

**Peer-reviewed abstracts/papers accepted at conferences**

Abstract/Paper Information (include list of authors, title, conference, date, and whether it was a poster or oral presentation)

**Books**

Book Information (include list of authors, title, city, publisher, year)

**Book chapters**

Book Chapters Information (include list of authors of chapter, title of chapter, pages of chapter, authors/editors of book, title of book, city, publisher, year)

**Non-peer-reviewed publications (e.g. newsletters, manuals, reports, educational materials)**

Non-peer-reviewed Publications Information (include list of authors, title, year, description of where published)

**Presentations at scientific, professional or other meetings (non-peer-reviewed)**

Presentations Information (include title, date, description of where presented)

**Research student supervision (e.g., Post-doc, PhD, Master's, Practicum)**

Name of Student	Level of Student (e.g., PhD, Masters)	Student's Department within the University of Toronto	Your Role (i.e., supervisor, co-supervisor, committee member)	Dates of Your Involvement

**Honours and awards**

Award Title	Organization	Date Awarded

**Other**

Description of Activity	Organization	Dates of Activity

**Creative Professional Activity****Professional innovation/creative excellence**

Description of Activity	Organization	Dates of Activity

**Contributions to the development of professional practices**

Description of Activity	Organization	Dates of Activity

**Service to the University of Toronto****Service on University of Toronto department committee**

Name of Committee	Department/Faculty	Role (Chair, member)	Dates of Involvement

**Reading for admissions**

Department	Dates	Number of Hours

**Contributions to curriculum planning**

Description of Role	Dates	Number of Hours

**Other**

Description of Service	Dates	Number of Hours

## Additional Information

**Any delays or interruption in the past 3 years that should be taken into account**

Description of Delay or Interruption

**Any aspects of your employment situation that should be taken into account**

Description of Situation

Please identify 1-3 specific ways in which you wish to be involved in the Rehabilitation Sciences Sector department (i.e., OT, PT, or SLP) in the next 3 years.

Description of Desired Future Involvement